



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Analyst Trainee [Classified Non-Competitive]</b>			Salary <b>P95 \$41,230.15</b>
Posting Number <b>167-15</b>	Position Number <b>068432</b>	Number of Positions <b>1</b>	Posting Period * From: <b>11/16/15</b> To: <b>11/30/15</b>
Location: <b>Management and Administration Healthcare Finance and Charity Care 225 E. State Street, 2nd Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Learn and perform routine activities related to the annual cost report, including database and audit functions. Is trained on methods used to review annual request for submission from industry, process and track submissions and non-submissions, perform routine maintenance on MS Access database. Receive instruction on how to complete internal analysis requests and respond to OPRA requests. Learn and perform routine activities related to the analysis and calculations pertinent to the annual financial statement. Receives training on methods used to process and track submissions and non-submissions, perform routine data analysis and input on Excel spreadsheet.</p> <p>Learn and perform routine activities related to the processing and calculations pertinent to the quarterly financial reports. Receives training on methods used to process and track submissions and non-submissions, quarterly requests for submission from industry, perform routine data analysis, input on Excel spreadsheet, and use proprietary Access database functions. Learn and perform routine activities related to the monthly financial metrics reports. Receives training on methods used to process and track submissions and non-submissions, monthly requests for submission from industry, perform routine data analysis, and input on Excel spreadsheet.</p> <p>Learn and perform routine activities related to the quarterly claims audits and reports. Receives training on methods used to process and track claims audit data and files, manage audit process, manage audit vendor data exchange, perform routine data analysis, use SAS to manipulate data files, and input on Excel spreadsheet. Learn and perform routine activities related to the annual budget book reports. Receives training on methods used to process and manipulate report files, compile data from various sources for final reports, perform routine data analysis, and input on Excel spreadsheet.</p> <p>Receives training on how to electronically monitor a variety of report submissions from the industry and determine the quality and acceptability to prepare summary reports. OPRA Fulfillment - Receive training on NJ State OPRA law(s) and learn how to respond to such requests, including routine database administration.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>LICENSE:</b> Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>FILING INSTRUCTIONS</b>			
Forward your cover letter, resume and application for employment** to:  <b>Chevron Griffin, Executive Assistant 3 Management and Administration Reference Posting #167-15 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b>		You can reply to this posting by emailing your cover letter, resume and application for employment to:  <b>PSTMA@doh.state.nj.us</b>  * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">www.nj.gov/health/forms/dpf-663.pdf</a>	

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - ***The New Jersey Department of Health is an Equal Opportunity Employer.***

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